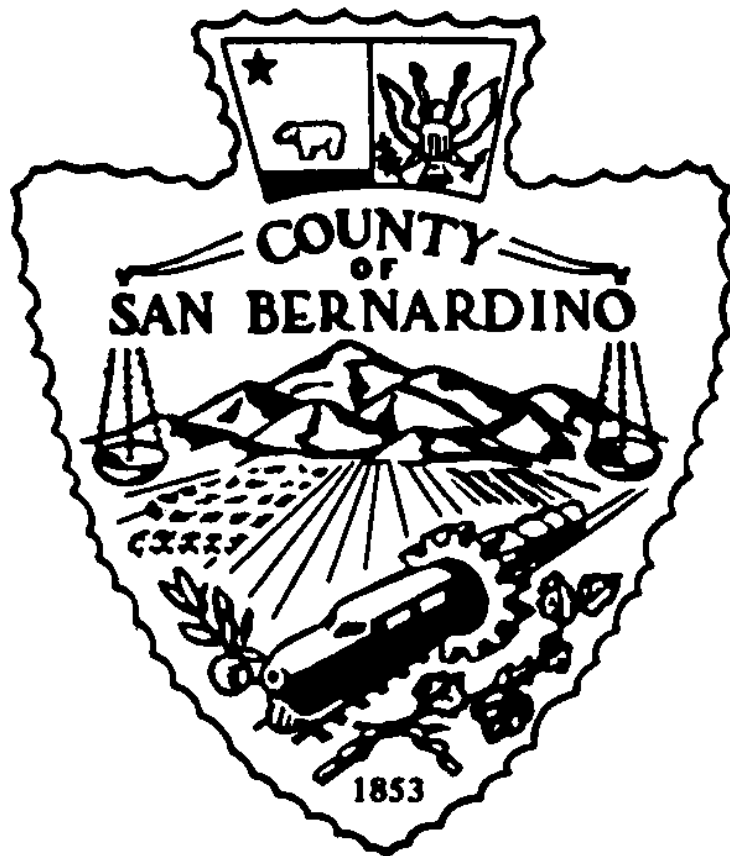


Safety Guidelines



County of San Bernardino

SAFETY RESPONSIBILITY OF SUPERVISORY PERSONNEL

Management has a responsibility to complete safety training, establish safety policies and procedures and ensure safe working conditions. Supervisors are responsible for the actions of persons who report to or are assigned to them. Each supervisor is required to communicate and enforce safety policies and procedures.

In discharging safety responsibilities, line supervisors will:

1. Ensure that safety is designed into each operation or procedure.
2. Accept as part of supervisory responsibility the safety of employees under direct supervision as well as the safety of those employees whose duties place them in proximity to areas, operations, equipment within the Supervisor's area of responsibility.
3. Instruct employees about potential hazards of the job, as well as specifically train new employees in safe work practices.
4. Be thoroughly familiar with and instruct employees in evacuation and other emergency procedures.
5. Seek assistance and advice of Risk Management Division/Safety Section on matters concerning safe practices, policies or procedures.
6. Conduct periodic safety appraisals within their area of responsibility and assure all new or relocated equipment has been checked and approved by Risk Management Division/Safety Section before being placed in operation.
7. See that essential safety equipment, protective devices, and personal protective equipment (PPE) are provided for each job and used effectively and as designed.
8. Instruct each employee that willful violation of established safety rules is not tolerated and will result in disciplinary action.
9. Take prompt, positive, corrective action whenever unsafe conditions and unsafe acts are noted.
10. Ensure that all injuries are properly treated and reported.
11. Investigate and determine the cause of all accidents, even those which result in minor injuries, and make required reports.
12. Instill safety awareness in each employee through personal conduct, periodic individual safety contacts, and by conducting group safety meetings.
13. Exercise progressive discipline where employees refuse to follow adopted safety standards, rules and regulations.
14. Give personal support to all safety activities and safety procedures.
15. Become personally familiar with emergency first aid practices and procedures.
16. Document all safety training.

PURCHASE REQUESTS

The manufacturer of a product is best qualified to incorporate safety into the design of a product; therefore, safety features designed into a product by the manufacturer are preferred over improvisations added after purchase and delivery. Purchaser modification voids product liability and is to be avoided.

To ensure compliance with California Department of Industrial Relations Safety Standards when purchasing or renting equipment and supplies, the following procedures will be adhered to:

1. **Purchase of Carcinogenic Hazardous Materials.** Explosives, flammables, oxidizing agents, compressed gases, toxic materials, corrosive materials and radioactive materials are all considered hazardous.

- The Purchasing Director will not accept purchase requests for hazardous materials from any department or agency unless a **Material Safety Data Sheet** has been submitted by the vendor and attached to the purchase request. Copies of the completed form are to be sent to the County Risk Management Division as well as the Division of Environmental Health Services (EHS). The Division of Environmental Health Services (EHS) in cooperation with Risk Management shall make appropriate recommendations concerning storage, handling, and use of hazardous materials. Materials may be restricted from purchase if considered too dangerous. The Risk Management Division shall maintain a permanent file of all Material Safety Data Sheets.

- After approval by Risk Management, the Material Safety Data Sheet will be maintained where the material is stored and used. Employees will be trained in proper procedures by a supervisor prior to exposure to such materials. In this respect, all procedures set forth in the County Hazardous Communication Program will be followed. (See Section 2 of this manual.)

- Division of Environmental Health Services is designated as Radiological Control Agency for the County. Any Department or Group that has or intends to purchase a

source of radiation shall notify EHS for assistance in assuring compliance with California Radiation Control Regulations. Radiation refers to gamma and x-rays, alpha and beta particles, high-speed electrons and other nuclear particles.

2. The County Purchasing Director will send a copy of purchasing requests for all equipment or supplies not previously approved to Risk Management for approval. The Risk Manager and the County Purchasing Director will revise the approved list as necessary.
3. All requests for purchase of pesticides, herbicides and poisons shall be referred to the County Agriculture Department for approval prior to purchase. The Agriculture Department will ensure that the department or agency fully complies with current Pesticide Worker Safety Regulations before approval is made for purchase and use.
4. Vendors shall provide proper NFP/OSHA HAZ MAT identification.
5. Section 2 of this manual includes the County Hazard Communication Procedure, which complies with CCR, Title 8, GISO, Section 5194. This information provides the County standard for hazardous material training requirements and is to be strictly followed.

PHYSICAL EXAMINATIONS

Medical supervision, examinations, and tests required by Title 3, **Pesticide Worker Safety Regulations** will be scheduled and performed by the Center for Employee Health and Wellness, Human Resources.

Initial and periodic audiometric testing of employees exposed to hazardous noise environments will be scheduled and performed by the Center for Employee Health and Wellness in conjunction with Risk Management Division/Safety Section. See Section 3 of this manual.

Departments with employees who work with pesticides or other hazardous materials or substance, or who are exposed to excess noise in their work, must maintain a current list of such employees. This list is to be provided to the Center for Employee Health and Wellness, Human Resources.

Records of examinations shall be maintained by the Center for Employee Health and Wellness.

VEHICLE DAMAGE POLICY

Whenever a County-owned vehicle is damaged, the following policies will apply:

Collision With Non-County Vehicle

1. In instances where a County vehicle is involved in a collision with a non-County vehicle, and the non-County driver is negligent or responsible:
 - a. The County will subrogate or recover all damages to its vehicle from the negligent driver or his/her insurance company.
 - b. If payment is not forthcoming for damages, the County will take Court action whenever possible or feasible.
2. When a County driver, using a County vehicle, is deemed responsible or negligent in a collision with a non-County vehicle:
 - a. The County's liability program will cover claims against the County arising out of the collision and, if necessary, provide legal representation for the County and the employee;
 - b. The cost of repairing or replacing the County vehicle involved will be transferred to the Motor Pool from the travel fund of the negligent employee's department.

Collision With Another County Vehicle

3. In instances where a County employee using a county vehicle is deemed negligent or responsible in a collision involving another County vehicle or vehicles:
 - a. The total cost of repairing or replacing all County vehicles involved will be charged to the negligent employee's department. Funds to cover this cost will be transferred from that department's travel fund to the Motor Pool;
 - b. Should both or all County drivers be deemed responsible or negligent, each department shall reimburse the Motor Pool from its travel fund for the cost of repairing or replacing that vehicle which its employee was driving at the time of the collision.

Damages During Vehicle Operations

4. In instances where a County employee using a County vehicle is found negligent or responsible for damages to that vehicle, although not involved in a collision with another vehicle:
 - a. Property damage caused by that driver to property of others will be covered by the County liability program. Legal representation will be provided to protect the interests of the County and the employee, if necessary;
 - b. The total cost of repairing or replacing the County vehicle involved will be charged to the negligent employee's department. Funds to cover the cost of repair will be transferred from that department's travel fund to the Motor Pool.

Comprehensive Damage To County Vehicle

5. In instances where a County non-Motor Pool vehicle is damaged by vandalism, malicious mischief, burglary, or fire:
 - a. The cost of repairing or replacing the vehicle will be transferred from the Comprehensive Vehicle Sub Fund to the Department or District, if funds are available;
 - b. The County will try to subrogate or recover these costs from the responsible person whenever possible, and provide legal representation whenever necessary.

Negligence shall be determined collectively by the Risk Manager, Safety Awards and Review Board, and the Law Enforcement Agency that investigated the collision or accident.

Motor Vehicles

The County of San Bernardino has a vital interest in the safety of all employees, whether in the workplace or on the road. All County vehicles are equipped with seat belts. Employees who drive or ride as passengers in County vehicles are required to fasten seat belts for personal protection.

The driver/employee shall inspect an assigned vehicle before it is driven. This inspection should assure that the brakes, horn, lights, tires and directional signals are working properly.

Vehicle passengers not employed by the County must be authorized by the Department Head.

No one should drive a vehicle that is defective. Any defect must be reported immediately to Vehicle Services.

Engines are to be stopped, transmissions in gear or park, parking brake set and ignition keys removed when parking or leaving vehicles.

All employees who drive vehicles must have a valid California driver's license as required for the equipment operated.

Articles, tools, equipment, etc., placed in cars or truck cabs should be stored to prevent interference with vision or proper operations of the vehicle.

Employees must report **ALL** vehicle accidents as required by law and/or State of California accident-reporting procedures. Notify your supervisor as quickly as possible. **Always report an accident to the nearest law-enforcement agency.**

Obtain all necessary information and facts about the accident, and completely and accurately fill out the **Vehicle Accident Report** Form (See Section 19 of this manual for Reporting Procedures.)

Employees riding in County vehicles must be in the passenger compartment. No one is permitted to stand or sit on materials, ride on the side of equipment, or ride in the bed of trucks.

Employees are required to obey all California Traffic regulations. Monetary or other costs of traffic violations, including parking tickets, are the responsibility of the employee.

Enforcement of Rules and Regulations

Upon repeated or flagrant infraction or disregard of driver regulations, Department Heads and/or Risk Management Division may, at their discretion, prohibit any employee from operating a County automobile or private automobile for County use. In such cases of withdrawal of use, the facts involved shall be submitted to and be made part of the records of Human Resources and the employee's Group/Department.

Cal/OSHA Inspections

The California Department of Industrial Relations, Division of Occupational Safety and Health is the State agency charged with safety inspections. The Department of Occupational Safety and Health has a force of Safety Engineers called Compliance Officers who perform inspections to verify compliance with Title 8, California Code of Regulations. The Department of Occupational Safety and Health does not allow advance notice of compliance inspections. The first indication that an

inspection is about to occur is the arrival of a Compliance Officer at the workplace. Upon arrival, the Compliance Officer presents credentials and requests an opening conference. After inspecting these credentials, The Department Head, and the County Risk Management Division/Safety Section must be notified.

The Risk Management Division/Safety Section must be notified immediately of the arrival of a Compliance Officer. Compliance Officers have the right to enter during working hours, and at other times, within reasonable limits, to inspect any County facility. Compliance Officers have the right to question any County employee privately. The County is authorized to have a management representative and an employee representative accompany the Compliance Officer during the physical inspection of a facility. In the absence of an employee representative, the Compliance Officer will confer with employees picked at random.

During the opening conference, the Compliance Officer will advise that the purpose of a visit is to investigate procedures and equipment to ensure compliance with the requirements of the California Code of Regulations. The officer will usually request all of the following:

1. Records to be reviewed, such as department policy concerning the Code.
2. Safety program organization and procedure.
3. Evidence of safety activities, such as safety meeting minutes, reports submitted after inspections, educational activities, noise control, training documentation, etc.
4. Accident data to emphasize the thoroughness of investigations and the procedure for taking corrective action after an accident occurs.
5. OSHA 200 Log.

The Compliance Officer's obligations are:

1. To confer with employees.

2. To inspect the workplace.
3. To conduct a closing conference.
4. If applicable, to furnish a copy of the citation and answer any questions from those in attendance.

The Compliance Officer will also ascertain whether employees of another employer (i.e. a contractor for maintenance or remodeling) is working in or at the establishment.

During conference, the Compliance Officer will explain employee representative's rights and ask for an authorized employee representative. Generally, an employee representative will be an employee of the establishment being inspected.

The County is not permitted to designate the employee representative. Employer representatives may deny the right of accompaniment to any person whose conduct interferes with a full and orderly inspection. If there is no authorized employee representative, the Compliance Officer will consult with a reasonable number of employees during the course of inspection, concerning matters of safety and health in the workplace.

Inspection of Facilities: The Compliance Officer will take the time necessary to inspect all aspects of the operations at the establishment. **Inspections have as their primary aim, the enforcement of orders promulgated under the California Code of Regulations. In addition, the Compliance Officer will ascertain whether the County has complied with other State promulgated regulations,** including posting the OSHA poster, and conformance with recordkeeping requirements.

The Compliance Officer may have instruments needed in checking noise levels, air quality, etc., and during the course of inspection, will note any apparent violation of specific standards or the general duty clause. OSHA-A form will serve as a base for information on alleged violations. The County's representative should make a record of any apparent violations noted by the Compliance Officer during the inspection of facilities. In order to have precisely the same information that the Compliance Officer has, the Risk Management Division/Safety Section will take notes identical to the Compliance Officer's during the actual inspection. (It should be emphasized that **the Compliance Officer is**

only required to note apparent violations and is not required to present a solution or method of correcting the violation.)

If, during the course of inspection, the Compliance Officer receives a complaint that meets the data requirements of OSHA-7 Complaint Form, inspection will be made for the alleged violation. Before the Compliance Officer conducts the inspection concerning the alleged violation, a copy of the complaint should be given to the County's management representative.

In the course of normal inspection, the Compliance Officer may make preliminary inspections of industrial hygiene conditions, generally using direct-reading instruments. Should this occur, it is prudent to have qualified County employees duplicate the tests made by the Compliance Officer and it is, therefore, important to take careful notes on the Compliance Officer's methods and results. If an inspection indicates a need for in-depth analysis by an industrial hygienist, the Compliance Officer will notify the DOSH area director who will assign a qualified industrial hygienist to investigate further. No citation for an alleged health violation will be issued until the Compliance Officer's findings are confirmed.

Following inspection and before the closing conference, the employee representative will be excused.

Management personnel should be available for discussion with the Compliance Officer during and after inspection.

Closing Conference: Upon completion of inspection, the Compliance Officer will confer with County management. Risk Management Division/Safety Section should be present at this conference. The Compliance Officer will advise management of all conditions and practices which may constitute safety or health violations, and will also indicate the applicable section or sections of the California Code of Regulations which may have been violated.

The Compliance Officer will advise management that citations may be issued for alleged violations. Management will be informed that citations will fix a reasonable time for abatement. The Compliance Officer

may ask for an estimate of the time period required to abate the alleged violation and consider this estimate when recommending a reasonable time for abatement. The Compliance Officer should also explain the appeal procedures available for any citation or proposed penalty notice.

Violations: In addition to the general duty clause, the occupational safety and health standards promulgated under Cal/OSHA are used as a basis for determining four types of violations:

1. Imminent danger
2. Serious
3. Non-serious
4. De minimis

Imminent Danger

Cal/OSHA defines **Imminent Danger** as, "any condition or practice in any place of employment which is such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by this Act." Therefore, for a condition or practice to constitute an **Imminent Danger** situation, it must be determined that there is a reasonable certainty that immediately or within a short period of time such condition or practice could result in death or serious physical harm. Normally, a health hazard would not constitute an **Imminent Danger** except in extreme situations, such as the presence of lethal concentrations of airborne toxic substances, posing an immediate threat to the lives or health of employees.

If, during the Compliance Officer's inspection, it is determined that an **Imminent Danger** exists, the Compliance Officer will attempt to have the danger corrected immediately through voluntary compliance. Management will be advised of the existing danger. Employees who appear to be in imminent danger will be informed of the danger, and management will be requested to remove employees from the area of imminent danger.

The imminent danger will be deemed abated when management:

1. Removes employees from the danger area, or;
2. Eliminates the conditions or practices which result in the imminent danger.

Voluntary abatement will be noted by the Compliance Officer on an OSHA-1 form. If abatement is refused, the Compliance Officer will immediately inform the affected employees of the danger involved and will inform management and affected employees that he is recommending a court order for appropriate relief (i.e., to shut down the operation). The Compliance Officer will personally post an **Imminent Danger Citation**, (OSHA-8 form) at or near the area in which the exposed employees are working. The Compliance Officer has the authority either to order the closing down of the operation or to direct employees to leave the area of the imminent danger or the workplace.

Serious Violation

To determine if a violation is serious, the Compliance Officer must decide:

1. If there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, or processes which have been adopted, or are in use.
2. If so, did the County know or, with the exercise of reasonable diligence, should it have known of the hazard?

If the answer to both considerations is "yes", then a **serious** violation exists.

Serious injury or illness is defined as any injury or illness occurring in a place of employment or in connection with any employment which:

1. Requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or;
2. An employee suffers loss of any members of the body or any serious degree of permanent disfigurement, or;

3. Causes death.

The Compliance Officer must make an evaluation as to the **likelihood** that death or serious physical harm could result from a condition which is an alleged violation. If the more probable injury resulting from the condition is death or serious physical harm and the County knew, or should have known of the hazard, then a serious violation exists. For example, a violation involving an inadequate guard rail on a high platform would normally be a serious violation since it is probable that an injury from such a condition would result in death or serious harm.

NOTE: The criteria in deciding whether or not a condition represents a serious violation is based on the SERIOUSNESS or SEVERITY of the most likely injury that would arise out of the potential accident, rather than on the PROBABILITY that an accident will occur as a result of the violation. In all cases, the decision in determining whether a violation is serious or not will require professional judgement.

Non-Serious Violation

If the more likely consequence of a violation is something less than death or serious physical harm, or the County could not know of the hazard, then the violation will be considered a **non-serious violation**. For example, A violation of housekeeping standards resulting in a tripping hazard would be classified as a non-serious violation since the more probable consequence of such a condition would be strains or contusions which are not classified as serious physical harm.

De Minimis Violation

De minimis violations are those that have no immediate or direct relationship to safety or health. For example, lack of partitions in toilet facilities.

Willful and Repeated Violations

There are two other special types of violations, a **willful** violation and a **repeated** violation.

1. A **willful violation** exists where evidence shows that: The County committed an intentional and knowing violation of the

Code and knows that such action constitutes a violation, or even though the County was not consciously violating the Code, it was aware that a hazardous condition existed and made no reasonable effort to eliminate the condition.

2. A **repeated violation** involves a second citation being issued for a violation of a given standard or the same condition which violates the general duty clause. A repeated violation differs from a failure to abate in that repeated violations exist where the County has abated an earlier violation, and upon later inspection, is found to have violated the same standard.

Request For Variance

The California Labor Code states:

"143.(a) Any employer may apply to the board for a permanent variance from an occupational safety and health standard, order, special order, or portion thereof, upon a showing of an alternate program, method, practice, means, device, or process which will provide equal or superior safety for employees.

(b) The board shall issue such variance if it determines on the record, after opportunity for an investigation where appropriate and a hearing, that the proponent of the variance has demonstrated by a preponderance of the evidence that the conditions, practices, means, methods, operations, or processes used or proposed to be used by an employer will provide employment and place of employment to his employees which are as safe and healthful as those which would prevail if he complied with standard. The variance so issued shall prescribe the conditions the employer must maintain, and the practices, means, methods, operations, and processes which he must adopt and utilize to the extent they differ from the standard in question."

All requests for variances shall be coordinated through County Risk Management Division/Safety Section.

Fines

Any and all fines associated to the Cal/OSHA inspection will be paid out of the cited department's budget.

Penalties for a serious violation of an applicable safety standard are \$25,000 per citation. A willful or repeated violation could result in penalties of not less than \$5,000 or more than \$70,000 per citation. If a general violation is assessed, penalties of up to \$1,000 could be assessed per citation.

First Aid and Medical Services

CCR General Industry Safety Orders require that::

1. The County ensure ready availability of medical personnel for advice and consultation on matters of industrial health or injury (the Center for Employee Health and Wellness, Human Resources (909) 386-5150).
2. In the absence of an infirmary, clinic, or hospital for the treatment of all injured employees, in near proximity to the workplace, a person or persons shall be adequately trained to render first aid. Training shall be equal to that of the U.S. Bureau of Mines or American Red Cross. County policy requires first aid and CPR training in each departmental location for two employees, an appointee and an alternate.
3. First-aid materials, approved by the Medical Director shall be readily available for employees on every job. Such materials shall be maintained in a sanitary and usable condition. A frequent inspection shall be made of all first-aid materials, which shall be replenished as necessary by the department.
4. Where the eyes or body of any person may be exposed to corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

5. Stretchers and blankets, or other adequate warm covering are required, unless ambulance service is available within 30 minutes under normal conditions.
6. At isolated locations, provisions **must be made in advance** for prompt medical attention in case of serious injuries. This may be accomplished by:
 - a. On-site facilities;
 - b. Proper equipment for prompt transportation of the injured person to a physician;
 - c. A telephone communication system for contacting a doctor, or;
 - d. Combinations of these that will avoid unnecessary delay in treatment.
7. The medical personnel of the Center for Employee Health and Wellness will provide medical advice and consultation on matters concerning industrial health or injury.
8. Classes on first-aid training for employees shall be scheduled by the County Education and Information Services Division, Human Resources to accommodate requests by Groups and Departments for such training.
9. Approved first-aid kits and replacement supplies are available at Central Stores, and are listed in their catalog.
10. Accurate records of first-aid treatment must be maintained on County first-aid forms. First-aid forms are reviewed in Section 19 of this manual.

First Aid Defined

"Non-emergency first aid" provides prompt attention to minor injuries, such as cuts, scratches, and burns for which medical attention is not usually necessary.

"Emergency first aid" is immediate,

temporary treatment given to someone injured or suddenly ill before professional medical services can be obtained.

Posting Emergency Information

Certain information, such as the telephone numbers of the Police, Sheriff, fire department, as well as what to do in case of bomb threat, are immediately available in any emergency from the County phone book. In addition, this information is also in the Sheriff's pamphlet entitled "Emergency Action Plan".

Emergency Procedures - Ambulances

Whenever a member of the public or a County Employee is seriously ill or injured and requires an ambulance, the following procedures are to be followed:

1. Dial **9-1-1** and ask for an ambulance to be sent to the location of the ill or injured individual.
2. Give exact instructions concerning the location. (Street address, building location, and room number.)
3. Instruct the 9-1-1 operator that someone will be waiting at a specific entrance to meet and lead attendants to the victim.
4. Have a responsible person sent to meet the ambulance at the designated entrance and guide attendants to the victim.
5. If the injured is an employee of the County, call those family members or personal friends listed on employee's emergency card "to be notified in case of an emergency". Calmly explain situation, providing name and address of hospital to which injured employee was taken.
6. If the victim is a County employee, immediately notify Risk Management Division, Human Resources.

REMEMBER: Keep calm in an emergency. An incorrect or incomplete address could cause an unfortunate delay, resulting in additional problems for the victim.

First-Aid Material List

The first-aid materials list has been approved by the County Occupational Health Officer, and minimum equipment is indicated for the purpose of selecting stock from County Central Stores for first aid kits. See First Aid Materials on Page 266 of this manual.

safety/docs/sftymnl/master/safety respon. of supervisor.doc